

School District of Wisconsin Dells

2022-2023



SCHOOL DISTRICT OF WISCONSIN DELLS

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Everyone. Every day.

Lake Delton and Spring Hill

ELEMENTARY HANDBOOK

Elementary Student/Parent Handbook

School District of Wisconsin Dells

*Lake Delton

*Spring Hill

All members of the staff are pleased to have you/your child as a student and will do our best to help make his/her experience here as productive and successful as possible.

Lake Delton Elementary (K-5) – 253-4391

20 West Delavan Street

P.O. Box 280

Lake Delton, WI 53940

Felipe Armijo, Principal.....ext. 4101

Heather McLaughlin, Secretary.....ext. 4100

Spring Hill Elementary (EC-5) – 253-2468

300 Vine Street

Wisconsin Dells, WI 53965

Julie Ennis, Principal.....ext 2111

Kim Torkelson, Associate Principal.....ext 2193

Stephanie Torres, Secretary.....ext 3102

Dominique Madland, Secretary.....ext 3119

Terrance Slack, District Administrator.....254-7769

Board of Education Approval:

Student Handbook adopted on August 7, 2022.

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal or Associate Principal, who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2014, the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

Our Mission

Connect * Inspire * Achieve
Everyone. Every Day.

Our Vision

Academic and individual excellence for a stronger community.

Our Beliefs

We set high academic standards and expect each student to reach his/her full potential.

We are committed to the whole child: healthy, safe, engaged, supported, and challenged.

We embrace our diversity, integrate equitable practices, and believe all students will be successful regardless of race, income, gender, sexual identity and learning differences.

We partner with families and community to develop informed and responsible citizens.

We collaborate to support individuals and families.

We deliver a consistent and rigorous curriculum in every classroom.

We value adult learning as a key to student learning.

We pursue innovative ideas, evidence-based practices, and modern technologies.

We seek to provide physical environments that facilitate high levels of learning
and serve the needs of our community.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy (Policy 2260) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact our Director of Pupil Services, Dawn Sine at 253-2467.

It is also the policy (Policy 5517) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Any person who believes that the School District of Wisconsin Dells or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

List one male and one female Compliance Officer

(Name)	Hugh Gaston	Dawn Sine
(School District Title)	Director of Digital Learning & Technology	Director of Pupil Services
(Telephone Number)	253-1461	253-2467
(Fax Number if confidential)	254-6288	254-6397
(Office Address)	520 Race Street	300 Vine Street
(E-Mail Address)	hgaston@sdwd.k12.wi.us	dsine@sdwd.k12.wi.us

The complaint procedure is described in Board Policies 2260 and 5517. The policy and form are available in the School office.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying, and not harassment under Policy 5517, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

The School District Of Wisconsin Dells is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment

and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part, on the their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes or rumors;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic;
or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

SEXUAL HARASSMENT

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature; and

- F. Displaying pictures, calendars, cartoons or other materials with sexual content;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact one of the Complaint Coordinators listed above.

A copy of Board's Anti-Harassment Policy 5517, including the reporting, investigation, and resolution procedures, is available in the school office and on the District's web page.

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BULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as email, cell phone and pager text messages, instant

messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials. (Board Policy 5517.01)

SECTION 504/ADA COMPLAINT

Any person who believes that the School District of Wisconsin Dells or any staff person has discriminated against them in violation of the District's Section 504/ADA Policy 2260.01 may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

List one male and one female Compliance Officer

(Name)	Hugh Gaston	Dawn Sine
(School District Title)	Director of Digital Learning & Technology	Director of Pupil Services
(Telephone Number)	253-1461	253-2467
(Fax Number if confidential)	254-6288	254-6397
(Office Address)	520 Race Street	300 Vine Street
(E-Mail Address)	hgaston@sdwd.k12.wi.us	dsine@sdwd.k12.wi.us

The complaint procedure is described in Administrative Guideline 2260.01A and 2260.01B and are available in the School office and on the District's web page.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School District of Wisconsin Dells are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the School Counselor.

STUDENT WELLBEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

All students must have an emergency medical information completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340)

HOMEBOUND INSTRUCTION

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious medical disability.

Parents should contact the principal regarding procedures for such instruction. (Board Policy 2412)

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program.

Students that are new to School are required to enroll with their parents or legal guardian **unless eighteen (18)**. When enrolling, the parents will need to bring:

- A. a birth certificate or similar document;
- B. custody papers from a court (if appropriate);
- C. proof of residency; and
- D. proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the school counseling department. The office staff will assist parents in obtaining the official records from the other school.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures. (Board Policy 5111.01).

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures (Board Policy 5111.03)

SCHOOL DAY

All schools open at 7:30 am and classes begin and end at the following times:

- Spring Hill K-5th grade 8:00 am – 3:20 pm
- Lake Delton K-5th grade 8:05 am – 3:20 pm
- *4K times vary; please contact your school office

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian, a person who the parent/guardian has designated and whose name is on file in the school office or the parent/guardian coming to the school office to request the release. (Board Policies 5200 and 5230)

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer to another school, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements,

returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact their school office for specific details.

OPEN ENROLLMENT

The School District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time. (Board Policies 5113 and 5113.01)

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and completion of any required forms.

IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to school office. (Board Policy 5320)

STUDENT ACCIDENTS/ILLNESS/CONCUSSION

The School District believes that school personnel have certain responsibilities in case of accidents, illness, or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy 5340)

EMERGENCY MEDICAL AUTHORIZATION

The Board has established Policy 5341 that requires every student to have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

USE OF PRESCRIBED MEDICATIONS

In those circumstances where a student must take prescribed medication during the School day, the following guidelines of Board Policy 5330 are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form (5330 F1) must be filed with the principal's office before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office.

All medications to be administered during school hours must be registered with the Principal's office.

Medication that is brought to the office will be properly secured.

Medication must be conveyed to school directly by the parent except self-administered medications- See below

For each prescribed medication, the container shall have a pharmacist's label with the following information:

1. student's name
2. practitioner's name
3. date
4. pharmacy name and telephone
5. name of medication
6. prescribed dosage and frequency
7. special handling and storage directions

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

ASTHMA INHALERS AND AUTO INJECTED EPINEPHRINE

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (Board Policy 5330)

Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the Principal.

Inhalers and Epinephrine can be administered by school officials only in accordance with conditions confirmed by the Principal, consistent with the approved plan adopted by the Board and updated annually.

USE OF NONPRESCRIBED (DRUG PRODUCTS)

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330.

[] Staff and volunteers will not be permitted to dispense non prescribed drug products to any student without written parental consent.

The Medication Request and Authorization Form (5330 Fl) must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

- A. student's name;
- B. date;
- C. name of medication;
- D. dosage and frequency; and
- E. special handling and storage directions.

Further, only those nonprescription drugs that are provided by the parent or guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents may authorize the School to administer a nonprescribed drug product using a form which is available at the School office. A physician does not have to authorize such medication, but all of the other conditions described above under Use of Prescribed Medications will also apply to nonprescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

HEAD LICE

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up at the end of the school day. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" as a criteria for return to school. (Board Policy 8451)

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In accordance with Board Policy 8450, a teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents may be requested to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01).. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Dawn Sine at 253-2467.(Board Policy 2460)

Services are also available to students with Limited English Proficiency Board Policy 2260.02).. To inquire about programs and services, a parent should contact Dawn Sine at 253-2467.

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student

records are governed by State and Federal law(Board Policy 8330).. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information generally includes those student records which identify a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, photographs, name of school most recently previously attended and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory information used will be properly verified and approved by the District Administrator.

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact Director of Pupil Services or consult the Board's Policy 8330 - Student Records and associated Administrative Guidelines.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of student's records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. **Please contact Terrance Slack, District Administrator to inspect such materials.**

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights

Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES, FINES, AND CHARGES

Fees will be charged for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property(Board Policy 6152). The school and staff do not make a profit.

Elementary School Registration:

Full Priced	Reduced-Priced	Free Meals
\$14.00	\$9.80	\$7.00

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (Board Policy 5830). The following general rules will apply to all fund-raisers.

- [] Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.

- [] For fundraisers by student clubs and organizations that involve the sale to students food items and/or beverage that will be consumed on campus, the food and/or beverages items to be sold must comply with

the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals.

- [] A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor.
- [] No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- [] House-to-house canvassing by any student is not allowed for any fundraising activity.
- [] If the fundraising activity will involve students under age twelve (12) such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.
- [] Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- [] No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- () Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. Any parent who wishes to review instructional materials or observe classroom instruction should contact the School Principal to make the appropriate

arrangements. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits

MEAL SERVICE

Announcement of Free Meals

We are excited to announce that the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) has announced a nationwide waiver to allow the continuation of free meals to ALL students through the 2021-2022 school year.

The district participates in the National School Lunch Program and makes lunches available to students for a fee (Board Policy 8500. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students (Board Policy 8531. Extra applications can be obtained in the school office.

Milk: One carton of milk is provided with the hot lunch; students bringing their own lunch may purchase milk at \$0.40 per carton.

Elementary classes may have one milk break per day. Cost of the milk for this break is \$8.00 per month, payable during the first week of the month. Students that are eligible for free or reduced lunch will receive this milk for free.

FIREDRILLS, TORNADO DRILLS, LOCKDOWN DRILLS

The school has a comprehensive School Safety Plan (Board Policy 8420) that includes specifications for fire drills, tornado drills, and lockdown drills.

The school complies with all Department of Justice safety laws and will conduct evacuation and tornado drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for evacuations. The tornado alarm consists of Administration over the PA system, and the evacuation alarm consists of continuous long tone of alarm system.

Lock-down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year. The protocol for a school lock-down is no alarm but voice command via administration over PA system.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WNNO-AM (960), WNNO-FM (106.9) or district website at **sdwd.k12.wi.us**

Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The District is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.(Board Policies 8431 and 8431.01)

VISITORS

Visitors, particularly parents, are welcome at the School. Except for persons attending scheduled school programs, all persons who visit District schools, during the day, shall report to the respective school office upon arrival, sign in, announce the nature and purpose of their visit, and obtain a visitor pass before proceeding to their designation.

A school visitor shall not be permitted to interrupt classroom instruction to speak with a staff member or his/her child unless the school principal grants permission because there is an emergency. Pre-school children and students from other schools shall not be permitted to visit schools while classes are in session, unless special permission is granted in advance by the school principal (Board Policies 7440 and 9150). A school visitor shall not be permitted to visit any student who is not his/her child, unless permission is granted in advance by that student's parent/guardian.

If you wish to observe your child's classroom while in session you must obtain the advance permission of the school principal. If you wish to confer with a member of the staff, please call to schedule an appointment.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of 2 weeks. To check out any other materials, contact the librarian.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

LOST AND FOUND

Each school has a lost and found area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of each month.

USE OF SCHOOL TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave School.

USE OF CELL PHONES, OR ELECTRONIC COMMUNICATION DEVICES

School District of Wisconsin Dells elementary students are prohibited from using electronic devices or cellular telephones while on school premises during the instructional day. Principals may allow for the use of such devices if the principal determines that the device's use will be for legitimate medical, school, educational, vocational, or other legitimate purpose.

At SDWD Elementary Schools, the allowable provisions are as follows:

- Cell phones and other electronic devices are prohibited during classroom instructional times except when otherwise directed by the classroom teacher for instructional use. Teachers must document the instructional use of educational applications of electronic devices within the resource section of their lesson plans.
- Students may be allowed to use an electronic device by the classroom instructor or school nurse, if it is determined that the device is used or possessed for a medical, school, educational, vocational or other legitimate purpose.
- School officials, including classroom teachers, may confiscate the complete device from students if used during the times not permitted. The device will then be turned into the office.

District network access (wired or wireless) cannot be accessed on personal electronic devices unless preauthorized by Administration and the District Technology Department.

The School District of Wisconsin Dells is not responsible for lost, stolen, or damaged personal electronic devices brought to school.

WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. Weapons under the control of law enforcement personnel;
- B. Items pre-approved by a principal and/or the District Administrator as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved; and
- C. Theatrical props used in appropriate settings.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

Each school has a central bulletin board located in the Main Hallway next to office, which may be used for posting notices after receiving permission from the Principal.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action (Board Policy 7440.01)

SAFETY AND SECURITY

The safety of our students requires the following precautions that are conducted in accordance with Board Policy 7440 and the School Safety Plan:

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. All District employees are to wear photo-identification badges while on District property.

STUDENT INTELLECTUAL PROPERTY RIGHTS

Students who develop ideas, concepts, or materials which may carry with them intellectual property characteristics may pursue protection of those rights on their own. No District staff may take steps to claim intellectual property rights relative to any work product created by student(s), except as expressly approved by the District Administrator and agreed to by participating students prior to the commencement of any projects. The District does not determine the protectable nature of any particular work. (Board Policy 5870)

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.(Board Policy 2340)

Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

GRADES

Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned course grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a course grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her course grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

Report cards will be used to evaluate student progress at 12 week intervals. Letter/symbol grades are used by teachers, which have the following meanings for grades K-5:

A=Advanced	Child can apply the skill or concept correctly and independently above grade level standard
P=Proficient	Child can apply the skill or concept correctly at grade level standard.

B=Basic	Child is working toward meeting grade level standard. The skills and concepts are developing.
M=Minimal	Child's understanding of concepts is significantly below grade level standard. He/she shows little understanding of the concept or skill.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning (Board Policy 2330).

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement.

Students may connect personal computing devices such as smartphones, laptops, and tablets to the wireless guest network only and must agree to the terms and conditions presented when joining. Inappropriate use of the guest network may result in the device being banned from the School Network. There will be no technical support of personal devices provided by the School District. The School District is not responsible for lost or stolen devices.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. Under State and Federal Law the School District will filter Internet content on the School District network. There is no guarantee to any specific website or content and sites may be blocked or unblocked as business need permits. No filter is fool proof, it is expected that Students will visit sites appropriate to their age range, should contact

become available that is not appropriate a teacher / staff member should be notified immediately. All such information shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of the Network to engage in “cyberbullying” is prohibited. "Cyberbullying" involves the use of information and communication technologies such as email, cell phone and text messages, instant messaging (IM), defamatory personal Websites or Social Media accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or on social media;
2. sending e-mail, instant messages or using any type of social media that is mean or threatening;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites or social media.
4. posting misleading or fake information or photographs of students or school staff members on the internet.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. (Board Policy 7440.03)

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy (Board Policy 2623).

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III - STUDENT ACTIVITIES

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no School staff person is actively involved in the event, the event will not interfere with School activities, and nonschool persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the School or the School mascot or logo. (Board Policy 5730)

SECTION IV - STUDENT CONDUCT

ATTENDANCE

The District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Compulsory Student Attendance

As stated in Wisconsin State Statute 118.15, all children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies. Discuss these alternatives with your counselor since the approval of the mode of attendance may be required prior to enrollment in a distance learning program.

Release of Students to Authorized Persons

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized by a parent with authority to do so.

Submitting Excuse for Absence

As stated in Wisconsin State Statute 118.15, a child may not be excused for more than ten days in a school year.

A parent of a student who is absent shall provide a written, dated, signed **or** verbal statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the School Attendance Officer and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

The following absence reasons are not counted as part of a student's state allocated ten days per school year:

Physical or Mental Condition

Any child who is excused by the school board or school board designee because the child is temporarily not in proper physical or mental condition to attend a school program but who can be expected to return to a school program upon termination or abatement of the illness or condition. The school attendance officer may request the parent or guardian of the child to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist, psychologist, physician assistant, or nurse practitioner, or certified advanced practice nurse prescriber of Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal, as sufficient proof of the physical or mental condition of the child. An excuse under this paragraph shall be in writing and shall state the time period for which it is valid, not to exceed 30 days.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the School Principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Policy 5223 - Religious Instruction for further details. (Located on the district web page)

Professional or Other Necessary Appointments

(e.g., medical, dental, and legal) that cannot be scheduled outside of the school day. Documentation/verification of the appointment from the facility, including time of appointment, required.

Attend the Funeral of a Relative

Legal Proceedings That Require the Student's Presence

Observe a Religious Holiday Consistent With the Student's Creed or Belief

Quarantine of the Student's Home by a Public Health Officer. Documentation by Public Health Officer Required

Special Circumstances as Determined and Approved by the Building Administration

Parent Excused Absences

The following absence reasons are counted towards a student's allocated ten days per school year.

College visits

Vacations – Parents are strongly encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents must complete a Pre-planned Absence form, available from the school office and on the district website. Forms must be filled out by the student's teacher(s), signed by the parent, and returned to the school office before the absences occur. School administration may communicate with parents further as needed.

Illness with no medical verification requiring student to not attend school.

Any other personal reason not specified in the previous section.

Excessive Absences

Parent(s)/guardian(s) shall be notified in writing when a student has accumulated five absences. Written notification will also be sent if a child reaches his/her ten allocated absences for the school year. This shall be done whether the absences are excused or truant, unless the student is under doctor's treatment and a written statement from a physician or licensed practitioner is on file.

Truant Absences

Truant absences are counted towards a student's ten allocated days of absences. A student will be considered truant for the following reasons:

He or she is absent part or all of one or more days from school during which the school attendance officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute-Sec. 118.15, Wis. Stat.

He or she has been absent for more than ten school days in the school year, and the absence reason is not included in the absences not counted towards a student's ten allocated days.

A student will be marked truant if arriving after 9:00 am without an excused absence. Students who arrive after 8:00 am and before 9:00 are considered tardy to school and will need to report to the office to sign in and obtain a pass.

Students who are not in their homeroom or in class when the bell rings are considered tardy and must report to the office to sign in and obtain a pass.

Habitual tardiness can be considered truant based on Wisconsin Compulsory Attendance statute-Sec. 118.15, Wis. Stat.

Any student recorded as truant according to the procedures and any definitions previously, may result in any or all of the following consequences: conference with administration, detention, Saturday School, referral to law enforcement, recommendation for expulsion.

Students who are determined to be truant will be referred for a truancy citation in accordance to the local truancy ordinance and/or referred to the department of social services in accordance to the county truancy ordinance.

When a student is truant, the School Attendance Office shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Truancy Plan

1. Phone message sent to parent/guardian the day of the absence. Additional contact by school staff may be made.
2. School counselors, teachers, administration meets with students and families, when applicable, to discuss absences.
3. Parent meeting required with administration when student is nearing habitual truancy. Wisconsin State Statute 118.16 defines habitual truancy as a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester. See Habitual Truancy section for more details.
4. Home visit by Police Liaison Officer, administration, and school counselor if deemed necessary by the school.
5. Police referral
6. Habitual truancy referral to applicable jurisdiction.

Habitual Truancy

The building principal or designee shall serve as the school attendance officer for each school in the district. The school attendance officer shall handle all matters relating to school attendance and truancy. The school attendance officer shall notify the parent/guardian of a student, by registered or certified mail, when the child initially

becomes a habitual truant. In accordance with Wisconsin State Statute 118.16, the notice shall include the following:

- o A statement of the parent's/guardian's responsibility, under s. 118.15, to cause the child to attend school regularly.
- o A statement that the parent/guardian or child may request program or curriculum modifications for the student under s.118.15 and that the student may be eligible for enrollment in a program for student at risk.
- o A request that the parent/guardian meet with the appropriate school personnel to discuss the student's truancy. The notice shall include the name of the school personnel with whom the parent/guardian should meet, a date, time and place for the meeting and the name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent except that with the consent of the student's parent/guardian the date for the meeting may be extended for an additional five (5) school days.
- o A statement of the penalties that may be imposed on the parent/guardian if he or she fails to cause the student to attend school regularly as required under s. 118.15.

The School District of Wisconsin Dells encompasses five counties: Columbia, Sauk, Juneau, Adams, and Marquette. Each county adopts its own truancy plan. In addition, the City of Wisconsin Dells has established its own municipal truancy ordinance. Every reasonable effort will be made to work with students and parents/guardians in promoting student attendance in school. Once a student has been identified as truant or habitually truant and appropriate procedures have been completed, the school district will follow the truancy plan adopted by the City of Wisconsin Dells and/or the student's county of residence. Such a referral may result in, but not necessarily limited to, any of the following per local or county ordinance. (Listed below are consequences outlined as a part of the County Truancy Plan of Sauk County, and are used here as an example of the types of sanctions that may be a result of a student's truancy):

- o A citation to appear in court;
- o A forfeiture of \$50.00 - \$150.00, depending on the number of violations, not to exceed \$500.00 in any given semester
- o A referral to social services.

For more information on truancy and habitual truancy, refer to policy 5200. (located on the district web page)

Students Leaving School During the School Day

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

Make-Up CourseWork and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up coursework and examinations missed during the absence when they return to school. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event (Board Policy 5855).

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, elementary students **MUST BE** accompanied by a parent or adult chaperone when they attend the event.

STUDENT BEHAVIOR

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

Abide by national, State, and local laws as well as the rules of the school;

Respect the civil rights of others;

Act courteously to adults and fellow students;

Be prompt to school and attentive in class;

Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;

Complete assigned tasks on time and as directed;

Help maintain a school environment that is safe, friendly, and productive;

Act at all times in a manner that reflects pride in self, family and in the school.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. (Board Policy 5113)

PERSONAL CONDUCT TOWARD OTHERS

Every individual is entitled to courtesy and consideration from fellow students and instructors. He/she must earn this courtesy and consideration by extending the same respect for the individual to every person who he/she meets in the course of the day. The same type of courtesy should be extended to visitors, speakers, and performers who appear during the year.

Actions which endanger the health, safety, and welfare of others, damage private or public property, or impede or obstruct the learning process, (arson, false fire alarm, bomb threats, etc.) are not characteristic of a mature responsible citizen and will not be tolerated, resulting in disciplinary action.

Dress and Grooming

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)

Does my clothing advertise something that is prohibited to minors? (No)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)

Would I interview for a job in this outfit? (Yes)

Am I dressed appropriately for the weather? (Yes)

Do I feel comfortable with my appearance? (Yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be provided alternate clothing or removed from the educational setting.

The following styles or manners of dress are prohibited:

Suggestive, sexual, vulgar, alcohol or tobacco product related, or any inappropriate clothing will not be allowed. Sunglasses and coats are not to be worn in class. Bandanas, hats, and hoods may not be worn in the building during the school day. Shoes with wheels (heelies) are not to be worn on school premises.

Such guidelines shall prohibit student dress or grooming practices which:

- A. Present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. Interfere with school work, create disorder, or disrupt the educational program;
- C. Cause excessive wear or damage to school property;
- D. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

STUDENT CODE OF CLASSROOM CONDUCT

The Wisconsin Dells School District is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students. (Board Policy 5500)

Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the School from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations of the school;
- C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
 - 1. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom
 - 2. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy
 - 3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment
 - 4. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
 - 5. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations

6. pushing, striking, or other inappropriate physical contact with a student or staff member
 7. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
 8. dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder
 9. restricting another person's freedom to properly utilize classroom facilities or equipment
 10. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
 11. throwing objects in the classroom
 12. repeated disruptions or violations of classroom rules, or excessive or disruptive talking
 13. behavior that causes the teacher or other students fear of physical or psychological harm
 14. willful damage to or theft of school property or the property of others
 15. repeated use of profanity
- D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
1. repeated reporting to class without bringing necessary materials to participate in class activities
 2. possession of personal property by school rules or otherwise disruptive to the teaching and learning of other.
- E shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
- F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant

inattention, or other overt or passive refusal or inability to engage in class activities.

Procedure for Long-Term Student Removal From Class

When a student is removed from class, the teacher may send—the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for the removal of the student.

The principal will generally give the student an opportunity to briefly explain the situation. The principal shall then determine the appropriate educational placement for the student.

Student Placement

The principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, timeout, in-school suspension or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

Parent/Guardian Notification Procedures

The principal or teacher shall provide the parent or guardian of a student removed from class—with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

Definitions

“Student” means any student enrolled in the District, an exchange student, or a student visitor to the District’s schools.

“Teacher” means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.

“Class” or “classroom” means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Informal Discipline

Informal discipline takes place within the school. It’s including but not limited to:

- 1) Change of seating or location;
- 2) Lunch-time, recess, and/or after-school detention;
- 3) In-school restriction;

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

In-School Discipline

A student missing any portion of his/her assigned time in In-School Restriction may be given an additional hour period. Failure to timely serve In-School Restriction may lead to a suspension from school for a period not to exceed 2 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to In-School Restriction.

Students are required to have class assignments with them.

Students are not to communicate with each other unless given special permission to do so.

Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

Students shall not be allowed to put their heads down or sleep.

No radios, cards, magazines, or other recreational articles shall be allowed in the room.

DRUG ABUSE PREVENTION

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

all dangerous controlled substances as so designated and prohibited by Wisconsin statute;

all chemicals which release toxic vapors;

all alcoholic beverages;

any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

"look-alikes":

anabolic steroids;

any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines .(Board Policy 5530)

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct

USE OF TOBACCO/NICOTINE IS PROHIBITED

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute or simulated forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except

when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication. Accordingly, the Board prohibits students from using or possessing tobacco or nicotine in any form on District premises, in District vehicles, within any indoor or outdoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events. (Board Policy 5512) .

POSSESSION OF PERSONAL COMMUNICATION DEVICES (PCDs)

Except as authorized under Board policy Policy 5136, use of PCDs in school, on school property, at after school activities and at school related functions will be subject to disciplinary action.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension or expulsion, as well as referral to law enforcement.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Any person who discovers a student using a PCD in violation of the foregoing as contained in Board Policy 5136 is required to report the violation to the Principal.

SUSPENSION AND EXPULSION

Board Policy 5610 authorizes the use of suspension and/or expulsion as follows:

A. Suspension

1. Duration and Grounds for Suspension

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

2. **Suspension Procedure**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student’s parents or guardian of the reason for the proposed suspension prior to suspending the student

3. **Notice of Suspension**

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student’s parent or guardian; however, it will be confirmed in writing.

4. **Sending a Student Home on the day of the Suspension**

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student’s parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school’s supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. **Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. **Reference to the Suspension in the Student’s Record**

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

B. Expulsion

1. Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

Repeatedly refused or neglected to obey the rules established by the School District;

Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;

Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;

Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the

property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or

Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. **Expulsion for Bringing a Firearm to School**

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. **Expulsion Hearing**

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

4. **Expulsion Order**

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should

also state specific findings of fact and conclusions of law in support of the decision.

5. **Student Records**

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated (Board Policy 5771).

[A drug test is considered a search under the Fourth Amendment. Therefore, if the school administers drug tests this section of the Handbook should be refer to the section of the handbook dealing with drug testing.

STUDENT'S RIGHTS OF EXPRESSION

SDWD recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent, or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Building Principal twenty-four (24) hours prior to display.

STUDENT SUGGESTIONS AND COMPLAINTS

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government.(Board Policy 5710)

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the Transportation Coordinator at 253-8783.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves. (Board Policy 8600)

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

be on time at the designated loading zone (15 minutes prior to scheduled stop);

stay off the road at all times while walking to and waiting for the bus;

line up single file off the roadway to enter;

wait until the bus is completely stopped before moving forward to enter;

refrain from crossing a highway until the bus driver signals it is safe;

go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

remain seated while the bus is in motion;

keep head, hands, arms, and legs inside the bus at all times;

not litter in the bus or throw anything from the bus;

keep books, packages, coats, and all other objects out of the aisle;

be courteous to the driver and to other bus riders;

not eat, play games or play cards, etc.;

not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

remain seated until the bus has stopped;

cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;

be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law.(Board Policy 8600)

PENALTIES FOR INFRACTIONS

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook.

- **Notice of Nondiscrimination and Internal Complaint Procedure (Including Title VI, Title VII, and Title IX) Form 2260 F2**
- **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**
- **Annual Student Records Notice Form 8330 F9**
- **Parent Notification Letter (Blood-Borne Pathogens) Form 8453.01 F5**
- **Student Handbook Certification Form 5500 F1**
- **Authorization for Prescribed Medication or Treatment Form 5330 F1**
- **Authorization for Nonprescription Drug Products or Treatment (Secondary Version) Form 5330 F1a**
- **Authorization for Non-prescription Drug Products or Treatment (Elementary Version) Form 5330 F1b**
- **Request to Inspect Survey Form 2416 F2**
- **Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13**

In addition a copy of State and Federal statutes must be available to the public in each school's main office.

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